Chapter 3 - Menu Processing

Chapter 3 - Menu Processing

Using AFS Menus

Menus permit you to follow a logical path to master table inquiry or transaction processing. They allow the user to scan, modify, add and delete entries from master tables and enter or correct transactions on the terminal.

Signing On

To use AFS via the menu system, the following sign-on steps must have been completed.

1. Sign on to the *ISIS* .
2. Type a 1 for Financial Management Application at the ISIS screen.
3. Press **<ENTER>** .
4. Type 'N' in *ACTION* and 'AFS1' in *SCREEN* field. Press **<ENTER>**.

The AFS Startup Screen shown in Figure 3-1 should now be displayed on your terminal. This is the first in a series of menu screens designed to lead the AFS user to the Main Menu, from which the user can utilize any of the system's applications. Other system access codes will take you directly to the different areas of the AFS system without the aid of the system's menus. However, these menu screens will enable you to learn how the AFS system is organized and what options you have at every point. Once you become familiar with AFS, it will be more efficient to not use the system's menus.

Figure 3-1
AFS Startup Screen

```
  ACTION: H SCREEN: AFS1 USERID: IS03T13


 AAAAAA  DDDDDD  VV   VV  AAAAAA  NN    NN TTTTTTTT  AAAAAA  GGGGG   EEEEE
AA    AA DD   DD VV   VV AA    AA NNN   NN    TT    AA    AA GG  GG  EE
AA    AA DD   DD VV   VV AA    AA NNNN  NN    TT    AA    AA GG      EE
AAAAAAAA DD   DD VV   VV AAAAAAAA NN NN NN    TT    AAAAAAAA GG GGGG EEEEE
AA    AA DD   DD VV VV AA    AA NN  NNNN    TT    AA    AA GG   GG EE
AA    AA DDDDDD    V    AA    AA NN   NNN    TT    AA    AA  GGGGG   EEEEE

FFFFFFFF IIIIIIII NN    NN  AAAAAA  NN    NN CCCCCCC IIIIIIII  AAAAAA  LL     TM
FF          II    NNN   NN AA    AA NNN   NN CC         II    AA    AA LL
FFFFFF      II    NNNN  NN AA    AA NNNN  NN CC         II    AA    AA LL
FF          II    NN NN NN AAAAAAAA NN NN NN CC         II    AAAAAAAA LL
FF          II    NN  NNNN AA    AA NN  NNNN CC         II    AA    AA LL
FF       IIIIIIII NN   NNN AA    AA NN   NNN CCCCCCC IIIIIIII AA    AA LLLLLLLL

                      R E L E A S E    2 . 0

                 PLEASE ENTER YOUR USERID ABOVE TO BEGIN.
             TYPE AN X NEXT TO THE OPTION YOU WISH TO PERFORM:
                        (   ) MAIN - MAIN MENU
                        (   ) GMSS - GENERAL MESSAGES
                        (    ) AMSS - AGENCY MESSAGES
```

Commands for Leafing Through Menus

At the top of every menu screen there are three fields. The *ACTION* field is used for single-character commands that communicate to the system which type of action the user wishes the system to perform. When a menu screen appears on the screen, the *ACTION* field will contain an 'H'. With the 'H' present, pressing <**ENTER**> will provide the user with helpful information about the portion of the system the user is currently in. When choosing menu options the 'H' is left as it appears in the *ACTION* field. The *SCREEN* field contains the four-character name of the current menu screen. For menu operations, no change is made in this field. The *USERID* field will contain the *USERID* entered when signing on to *ISIS*.

There are two different MTI commands which you can use to move within menus. Each of these is described below.

Select. In order to select the next menu screen, simply enter any valid character next to the menu choice you desire and press <**ENTER**>.

Back. The Back command displays the menu screen previous to the current menu screen. This command is useful when the user desires to return to the parent menu screen after performing some action at a lower menu screen. To use this command, enter 'B' in the *ACTION* field, and then press <**ENTER**>. MTI will retrieve the previous screen and display it. You may now choose a menu item or follow the chain further back by using the back command again.

Discussion of AFS Menu Options

The AFS Start-up Screen is the starting point of the AFS menu system. The menus are organized in a hierarchial structure which branches out from the Start-up Screen to successively lower level menu screens. This hierarchial structure is illustrated in Figure 3-2, the AFS Menu Structure. **Many of the areas shown in the hierarchial structure are <u>not</u> used with *ISIS* (e.g., Fixed Assets) at this time.**

Figure 3-2
*AFS Menu
Structure*

```
                        ┌──────────────────┐
                        │      AFS1        │
                        │  AFS Start-up    │
                        │     Screen       │
                        └──────────────────┘
           ┌───────────────────┼───────────────────┐
   ┌──────────────┐                          ┌──────────────┐
   │    GMSS      │                          │    AMSS      │
   │   General    │                          │   Agency     │
   │   Messages   │                          │   Messages   │
   └──────────────┘                          └──────────────┘
                   ┌──────────────┐   ┌──────────────┐
                   │    MAIN      │───│    HELP      │
                   │    Main      │   │    User      │
                   │    Menu      │   │  Assistance  │
                   └──────────────┘   └──────────────┘
       ┌──────────────┬──────────────┬──────────────┐
┌──────────────┐┌──────────────┐┌──────────────┐┌──────────────┐
│    DOCU      ││    INQY      ││    REFE      ││    ONPR      │
│ Transaction  ││   Online     ││Reference Data││ Online Print │
│   Types      ││  Inquiries   ││ Maintenance  ││  Requests    │
└──────────────┘└──────────────┘└──────────────┘└──────────────┘
```

DOCU	INQY	REFE	ONPR
! General Accounting	! General Accounting	! Chart of Accounts	! On Demand Purchase Order Print (EPS)
! Budgeting	! Budget vs. Actual	! Provider Tables	! On Demand Purchase Order Print (STD)
! Purchasing	! Project Management	! Vendor/ Commodity Tables	! On Demand Check Print
! Expenditures	! Open Items	! Organization Structure	! On Demand Printer Table
! Revenue and Receivables	! Cost Allocation	! Reporter Tables	! Report Table
! Planning	! Extended Purchasing	! Control Tables	
! Extended Purchasing	! Report Distribution	! Core Tables	
! Advanced Budget Prep	! Vendor History/ Document Tracking	! Work Order Tables	
! Fleet Management	! Work Order	! Fleet Management Tables	
! Advanced Receivables	! Project Billing		
! Performance	! Advanced Receivables		
! Federal Aid Management	! Federal Aid Management		
! Job Costing	! Performance Measurement		
! Fixed Assets	! Job Cost		
! Investments	! Fixed Assets		
! Travel Accounting	! Investments		
! Inventory	! Inventory		
! Work Order	! Advanced Budget Preparation		
! Project Management	! Fleet Management		
	! Employee Travel		
	! Financial Information System		

When the AFS Start-up Screen first appears, you have the option of going directly to the Main Menu, reading General Messages, or your Agency Messages. You will be taken to your choice by simply typing an 'X' next to the desired option and pressing **<ENTER>**.

General Messages

If you choose the General Messages option, you will see the message screen shown in Figure 3-3. This screen will contain messages that pertain to all AFS users such as scheduled downtime, new procedures and other useful information. Messages appear in reverse date order, so that the most recent messages appear at the top of the list. You should always read these messages to be aware of changes in the system. The back command will return the user to the start-up screen.

Figure 3-3
General Messages Screen

```
 ACTION: H SCREEN: GMSS USERID:


                  A D V A N T A G E   F I N A N C I A L
                     R E L E A S E   2 . 0

                       GENERAL MESSAGES
                    (ACTION = B TO RETURN)
DATE: .. / .. / ..                                  SCREEN NO: ..
_____

  .............................................................................
  .............................................................................
  .............................................................................
  .............................................................................
  .............................................................................
  .............................................................................
  .............................................................................
  .............................................................................
  .............................................................................
  .............................................................................
  .............................................................................


```

Agency Messages

The second option pertains to Agency specific messages. You may choose this option by typing an 'X' next to Agency Messages and pressing **<ENTER>**. The Agency Messages Screen (Figure 3-4) will then be displayed for you. Agency messages are stored by agency in reverse date order, so that the most recent messages appear at the top of the list. Agency messages should be reviewed daily for any information that may affect your use of the system. The back command will return the user to the start-up screen. **At this time, the State of Louisiana is not using the Agency Messages Option.**

Figure 3-4
*Agency
Messages
Screen*

```
 ACTION: H SCREEN: AMSS USERID:


                  A D V A N T A G E   F I N A N C I A L
                       R E L E A S E   2 . 0

                          AGENCY MESSAGES
                       (ACTION = B TO RETURN)

DATE: .. / .. / ..          AGENCY: ...              SCREEN NO: ..
_____

 .....................................................................
 .....................................................................
 .....................................................................
 .....................................................................
 .....................................................................
 .....................................................................
 .....................................................................
 .....................................................................
 .....................................................................
 .....................................................................
```

Main Menu

A third option on the Startup Screen is Main Menu. When you type an 'X' next to this option and press **<ENTER>**, you will see the Main Menu Screen as shown in Figure 3-5. At this point you have five options:

1.   Transaction Types
2.   Online Inquiry Categories
3.   Ref Data Maintenance/Inquiry
4.   Online Print Requests
5.   Help - User Assistance

Each of these options is explained separately in the following sections.

Figure 3-5
*Main Menu
Screen*

```
 ACTION: L SCREEN: MAIN USERID:
----------------------------------------------------------------------
                             MAIN MENU
----------------------------------------------------------------------

          SELECT DESIRED SCREEN BY ENTERING ANY NON-BLANK CHARACTER

                  (   ) TRANSACTION TYPES
                  (   ) ONLINE INQUIRY CATEGORIES
                  (   ) REF DATA MAINTENANCE/INQUIRY
                  (   ) ONLINE PRINT REQUESTS
                  (   ) HELP - USER ASSISTANCE
                  (   )
                  (   )
                  (   )
                  (   )


                  USE LEAF (L) ACTION WITH MENU CHOICES
```

**Document
Processing**

You should choose the Transaction Types (DOCU) option when you wish to enter a transaction (e.g., payment voucher, cash receipt). If you choose this option, the Transaction Types Screen shown in Figure 3-6 will be displayed. This screen gives you the choice of several categories of transaction documents available in AFS. Each category when chosen will lead to another menu screen for that category from which the user can choose the particular transaction type that is desired.

Figure 3-6
*Transaction
Types
Screen*

```
  ACTION: H SCREEN: DOCU USERID:
-----------------------------------------------------------------------------
                             TRANSACTION TYPES
-----------------------------------------------------------------------------

            SELECT DESIRED SCREEN BY ENTERING ANY NON-BLANK CHARACTER

(   ) GENERAL ACCTG TRANSACTIONS         (    ) PERFORMANCE MEASUREMENT
(   ) BUDGETING TRANSACTIONS             (    ) GRANTS MANAGEMENT
(   ) PURCHASING TRANSACTIONS            (    ) JOB COSTING
(   ) EXPENDITURE TRANSACTIONS           (    ) FIXED ASSETS
(   ) REVENUE TRANSACTIONS               (    ) INVESTMENT MANAGEMENT
(   ) FLEXIBLE PLANNING TRANSACTIONS     (    ) INVENTORY
(   ) EXTENDED PURCHASING                (    ) WORK ORDER TRANSACTIONS
(   ) BUDGET PREP TRANSACTIONS           (    ) PROJ MANAGEMENT TRANSACTIONS
(   ) FLEET MGMT INQ/TRANS               (    ) ADVANCED RECEIVABLES
(   ) ADVANCED GRANTS                    (    ) FEDERAL AID MANAGEMENT


                    USE LEAF (L) ACTION WITH MENU CHOICES
```

After selecting a category from DOCU, the system displays the appropriate sub-menu for the selected category. From this sub-menu, the system takes you to the available transactions.

To return to the Main Menu (MAIN) from DOCU, type **B (Back)** in the **Action** field and press **<ENTER>**.

**Online
Inquiries**

You should choose the Online Inquiry Categories option from the Main Menu Screen when you want to view the system-maintained *application* tables. System-maintained tables are master tables that are updated by AFS transactions and are only for user inquiry. If you choose this option, the Online Inquiry Categories Screen shown in Figure 3-7 will be displayed. By choosing one of the inquiry categories, you will be taken to a final menu screen which details the specific inquiries available under the chosen category. You may then choose the desired inquiry and the system will display the specific application table selected.

Figure 3-7
Online Inquiry
Categories
Screen

```
  ACTION: H SCREEN: INQY USERID:
 ----------------------------------------------------------------------------
                           ONLINE INQUIRY CATEGORIES
 ----------------------------------------------------------------------------

              SELECT DESIRED SCREEN BY ENTERING ANY NON-BLANK CHARACTER

 (    ) ONLINE INQUIRIES SCREEN - 2       (    ) GENERAL ACCOUNTING INQUIRIES
 (    ) GRANT ACCOUNTING INQUIRIES        (    ) BUDGET VS. ACTUAL INQUIRIES
 (    ) PERF MEASUREMENT INQUIRIES        (    ) BUDGET PREPARATION INQUIRIES
 (    ) JOB COST ACCOUNTING INQUIRIES     (    ) OPEN ITEMS ACCOUNTING INQ
 (    ) FIXED ASSETS INQUIRIES            (    ) COST ALLOCATION
 (    ) INVESTMENTS                       (    ) EXTENDED PURCHASING
 (    ) INVENTORY                         (    ) REPORT CONTROL SYSTEM
 (    ) ADVANCED BUDGET PREPARATION       (    ) VENDOR HIST/DOCUMENT TRACKING
 (    ) WORK ORDER INQUIRIES              (    ) FLEET MGMT INQ/TRANS
 (    ) FINANCIAL INFORMATION SYSTEM      (    ) PROJECT INQUIRIES


                    USE LEAF (L) ACTION WITH MENU CHOICES
```

Reference Data
Maintenance

You should choose the Ref Data Maintenance/Inquiry option from the Main Menu Screen when you want to view or update user-maintained master *reference* tables. These are the tables that AFS uses to validate and infer system options and control parameters. As such, they must be kept up to date with regular maintenance.

Choosing this option will lead to the Ref Data Maintenance/Inquiry Screen shown in Figure 3-8. Like the Inquiry Categories Screen, the Ref Data Maintenance/Inquiry Screen displays categories of reference tables. Each of these categories has an associated table reference screen which lists all the reference tables in that chosen category. When you select a specific reference table from a category menu, the system will display the chosen master reference table. You may then perform any master table maintenance actions as needed. (See Chapter 5 of this manual for a discussion of master table maintenance.)

Figure 3-8
Ref Data
Maintenance/
Inquiry
Screen

```
  ACTION: H SCREEN: REFE USERID:
-----------------------------------------------------------------------------
                           REF DATA MAINTENANCE/INQUIRY
-----------------------------------------------------------------------------

               SELECT DESIRED SCREEN BY ENTERING ANY NON-BLANK CHARACTER

                      (    ) CHART OF ACCTS REF DATA MAINT
                      (    ) GRANT/PROJECT TABLES
                      (    ) VEND AND COMMODITY INFORMATION
                      (    ) ORGN STRUCTURE REF DATA MAINT
                      (    ) REPORTER TABLES
                      (    ) CONTROL REF DATA MAINTENANCE
                      (    ) CORE TABLES
                      (    ) WORK ORDER REFERENCE DATA
                      (    ) FLEET MANAGEMENT REF DATA
                      (    )


                         USE LEAF (L) ACTION WITH MENU CHOICES
```

**Online Print
Requests**

The choice of this option on the Main Menu Screen allows the user to put in requests for various printed reports. When the option is chosen, a list of the types of available reports is displayed through the Online Print Requests Screen. To obtain a report the user simply selects the type of report desired and AFS will lead the user through the necessary steps to produce the desired report. The Online Print Requests Screen is shown in Figure 3-9.

Figure 3-9
Online Print
Requests
Screen

```
  ACTION: H SCREEN: ONPR USERID:
-----------------------------------------------------------------------------
                           ONLINE PRINT REQUESTS
-----------------------------------------------------------------------------

               SELECT DESIRED SCREEN BY ENTERING ANY NON-BLANK CHARACTER

                      (    ) ODPO - EPS ON DEMAND PO PRINT
                      (    ) STPO - STD ON DEMAND PO PRINT
                      (    ) ODCK - ON DEMAND CHECK PRINT
                      (    ) PRNT - PRINTER CONTROL
                      (    ) REPT - REPORT TABLE
                      (    )
                      (    )
                      (    )
                      (    )
                      (    )


                         USE LEAF (L) ACTION WITH MENU CHOICES
```

User Assistance (HELP)

You should choose the User Assistance option from the Main Menu Screen when you need information about the use of specific categories in AFS or the terminal. This screen is designed to give you an introduction to AFS and basic instruction before you actually choose any other options on the Main Menu Screen. It is recommended that you scan through these categories before using the system.

The help facility may also be accessed by keying 'H' into the *ACTION* field on any master table or into the *FUNCTION* field on any transaction screen. The system will then access the help system and display information about the current screen. Figure 3-10 shows the basic structure of an AFS Help Screen.

Figure 3-10
Help Screen

```
  ACTION: S SCREEN: HELP USERID: .......
                              .                                    .

                                    HELP

 CATEGORY: ........        TOPIC: ........

 ........   ...................................................................
 ........   ...................................................................
 ........   ...................................................................
 ........   ...................................................................
 ........   ...................................................................
 ........   ...................................................................
 ........   ...................................................................
 ........   ...................................................................
 ........   ...................................................................
 ........   ...................................................................
 ........   ...................................................................
 ........   ...................................................................
 ........   ...................................................................
 ........   ...................................................................
 ........   ...................................................................
 ........   ...................................................................
 ........   ...................................................................
```

Sample AFS Session

The following example illustrates the ease with which menu processing allows the new user to work with AFS. In the example we will use the menu system to perform an inquiry to Open Purchase Order Line (OPOL) and then enter a Purchase Order transaction to modify that entry. Through the example, you will become familiar with the concepts of using menu screens to make a table inquiry, following the chain of menus backwards, using menu screens to enter a document, and accessing the help facility from a master table.

Our example is comprised of the following steps as listed below. They will take the user from the Main Menu to Open Purchase Order Line back to the Main Menu, accessing the help facility along the way. After returning to the Main Menu the example will proceed to the Purchase Order transaction input screen and finally back to the *ISIS* screen.

Step 1

At the AFS Startup Screen select the Main Menu. Press **<ENTER>**.

*AFS Startup
Screen*

```
  ACTION: H SCREEN: AFS1 USERID: Z107A05

 AAAAAA  DDDDDD  VV    VV  AAAAAA  NN    NN TTTTTTTT  AAAAAA   GGGGG    EEEEE
AA    AA DD    DD VV    VV AA    AA NNN   NN    TT    AA    AA GG    GG EE
AA    AA DD    DD VV    VV AA    AA NNNN  NN    TT    AA    AA GG       EE
AAAAAAAA DD    DD VV    VV AAAAAAAA NN NN NN    TT    AAAAAAAA GG  GGGG EEEEEE
AA    AA DD    DD VV  VV   AA    AA NN  NNNN    TT    AA    AA GG    GG EE
AA    AA DDDDDD    V       AA    AA NN   NNN    TT    AA    AA  GGGGG    EEEEE

FFFFFFFF IIIIIIII NN    NN AAAAAA  NN    NN CCCCCCC IIIIIIII  AAAAAA  LL      TM
FF          II    NNN   NN AA    AA NNN   NN CC         II    AA    AA LL
FFFFFF      II    NNNN  NN AA    AA NNNN  NN CC         II    AA    AA LL
FF          II    NN NN NN AAAAAAAA NN NN NN CC         II    AAAAAAAA LL
FF          II    NN  NNNN AA    AA NN  NNNN CC         II    AA    AA LL
FF       IIIIIIII NN   NNN AA    AA NN   NNN CCCCCCC IIIIIIII AA    AA LLLLLLLL

                        R E L E A S E    2 . 0

                 PLEASE ENTER YOUR USERID ABOVE TO BEGIN.
             TYPE AN X NEXT TO THE OPTION YOU WISH TO PERFORM:
                        ( X ) MAIN - MAIN MENU
                        (   ) GMSS - GENERAL MESSAGES
                        (   ) AMSS - AGENCY MESSAGES
```

Step 2

On the Main Menu Screen select the option for Online Inquiries Categories and press
<ENTER>.

*Main Menu
Screen*

```
  ACTION: L SCREEN: MAIN USERID: Z107A05
-------------------------------------------------------------------------------
                               MAIN MENU
-------------------------------------------------------------------------------

          SELECT DESIRED SCREEN BY ENTERING ANY NON-BLANK CHARACTER

                 (   ) TRANSACTION TYPES
                 ( X ) ONLINE INQUIRY CATEGORIES
                 (   ) REF DATA MAINTENANCE/INQUIRY
                 (   ) ONLINE PRINT REQUESTS
                 (   ) HELP - USER ASSISTANCE
                 (   )
                 (   )
                 (   )
                 (   )


                 USE LEAF (L) ACTION WITH MENU CHOICES
```

Step 3

Next select the category Open Items Accounting Inquiries. Press **<ENTER>**.

*Online Inquiries
Categories
Menu Screen*

```
  ACTION: L SCREEN: INQY USERID:
----------------------------------------------------------------------------
                             ONLINE INQUIRY CATEGORIES
----------------------------------------------------------------------------

               SELECT DESIRED SCREEN BY ENTERING ANY NON-BLANK CHARACTER

(   ) ONLINE INQUIRIES SCREEN - 2       (    ) GENERAL ACCOUNTING INQUIRIES
(   ) GRANT ACCOUNTING INQUIRIES        (    ) BUDGET VS. ACTUAL INQUIRIES
(   ) PERF MEASUREMENT INQUIRIES        (    ) BUDGET PREPARATION INQUIRIES
(   ) JOB COST ACCOUNTING INQUIRIES     ( X ) OPEN ITEMS ACCOUNTING INQ
(   ) FIXED ASSETS INQUIRIES            (    ) COST ALLOCATION
(   ) INVESTMENTS                       (    ) EXTENDED PURCHASING
(   ) INVENTORY                         (    ) REPORT CONTROL SYSTEM
(   ) ADVANCED BUDGET PREPARATION       (    ) VENDOR HIST/DOCUMENT TRACKING
(   ) WORK ORDER INQUIRIES              (    ) FLEET MGMT INQ/TRANS
(   ) FINANCIAL INFORMATION SYSTEM      (    ) PROJECT INQUIRIES


                     USE LEAF (L) ACTION WITH MENU CHOICES
```

Step 4

From the list of Open Items tables select Open PO Line Inquiry (OPOL) and press **<ENTER>**.

*Online Inquiries
Categories
Menu Screen*

```
  ACTION: L SCREEN: OPEN USERID:
----------------------------------------------------------------------------
                             OPEN ITEMS ACCOUNTING INQ
----------------------------------------------------------------------------

               SELECT DESIRED SCREEN BY ENTERING ANY NON-BLANK CHARACTER

(   ) OPEN ITEMS ACCOUNT INQ 2          (    ) OPRQ - OPEN REQUISITION INQ
(   ) OPOH - OPEN PO HEADER INQ         ( X ) OPOL - OPEN PO LINE INQ
(   ) OPOD - OPEN PO BY DOC ID INQ      (   ) PRPO - PRINTED PURCHASE ORDER
(   ) OPVH - OPEN PV HEADER INQUIRY     (   ) OPVV - OPEN PV BY VENDOR NAME
(   ) POTX - PURCHASE ORDER TEXT        (   ) OPVD - OPEN PV BY DOC ID INQ
(   ) OINH - OPEN INVOICE HEADER INQ    (   ) OPVL - OPEN PV LINE INQUIRY
(   ) PAYD - PAYMENT DETAIL INQUIRY     (   ) OINL - OPEN INVOICE LINE INQ
(   ) WREC - WARRANT RECONCILIATION     (   ) PRIN - PRINTED INVOICE TABLE
(   ) WSUM - WARRANT SUMMARY INQUIRY    (   ) OINW - OPEN INVOICE WRITE OFF
(   ) INTX - INVOICE TEXT TABLE         (   ) OINP - OPEN INVOICE/PROVIDER


                     USE LEAF (L) ACTION WITH MENU CHOICES
```

Step 5

*Open Purchase
Order Line
Inquiry*

The first entry in OPOL is displayed. To obtain help at this point input 'H' in the
ACTION field and press **<ENTER>**.

```
 ACTION: H SCREEN: OPOL USERID: Z107A05


          O P E N   P U R C H A S E   O R D E R   L I N E   I N Q U I R Y

            VENDOR= ABD001         PO NUMBER= PO# 041          LINE NO= 01

               FUND: 510              AGENCY: 123          ORG/SUB-ORG: 9091
          APPR UNIT: 016            ACTIVITY:                    FUNCTION:
        OBJ/SUB-OBJ:                REPT CAT:                  JOB NUMBER:
            PROJECT:

           LINE AMT: 120.00            INTERNAL REF FUND/AGCY:     /
         CLOSED AMT:   0.00            LAST REF TRANS NO:
       EXPENDED AMT:   0.00            LAST REF TRANS DATE:
   OUTSTANDING AMT: 120.00                          TEXT IND:

        DESCRIPTION:
```

Step 6

*HELP Screen
for OPOL*

The following is the first in a series of Help Screens for OPOL. Press **<ENTER>** to
view the remainder of the series. When done, input 'B' for Back in the *ACTION* field
and press **<ENTER>**.

```
  ACTION: R SCREEN: HELP USERID: Z107A05

 FOR THE INDEX OF THIS CATEGORY :          FOR THE GENERAL INDEX        :

                                HELP

  CATEGORY: SCREENS       TOPIC: OPOL

  00000005    Open Purchase Order Line Inquiry (OPOL)
  00000010
  00000015    Open Purchase Order Line Inquiry (OPOL) contains details about
  00000020    purchase order lines. Most of the information comes from the line
  00000025     level of the purchase order document. In addition, the amount
  00000030    closed and the amount remaining outstanding are included for each
  00000035     line.
  00000040    This window is organized by vendor code, so that all purchase
  00000045    orders for a particular vendor is accessed sequentially from the
  00000050    table. Entries are added when new purchase order lines are
  00000055    accepted by the financial system, and entries are changed when
  00000060    modifications are accepted on purchase order lines. Several
  00000065    fields are updated when payment vouchers or manual warrants that
  00000070    reference the purchase order line are accepted. Lines are closed
  00000075    when the total of all referencing payment vouchers and manual
```

Step 7

*Open Purchase
Order Line
Inquiry*

```
ACTION: S SCREEN: OPOL USERID: Z107A05


       O P E N   P U R C H A S E   O R D E R   L I N E   I N Q U I R Y

       VENDOR= ABD001        PO NUMBER= PO#  041        LINE NO= 01

            FUND: 510            AGENCY: 123         ORG/SUB-ORG: 9091
      APPR UNIT: 016            ACTIVITY:               FUNCTION:
    OBJ/SUB-OBJ: 0022           REPT CAT:             JOB NUMBER:
        PROJECT:

        LINE AMT: 120.00           INTERNAL REF FUND/AGCY:     /
      CLOSED AMT:   0.00              LAST REF TRANS NO:
    EXPENDED AMT:   0.00            LAST REF TRANS DATE:
 OUTSTANDING AMT: 120.00                         TEXT IND:

     DESCRIPTION:
```

Input an action of 'S' for Scan and input the key fields for the desired table entry. Press **<ENTER>** to view the entry.

Step 8

*Open Purchase
Order Line
Inquiry*

Enter an action of 'B' for Back and press **<ENTER>** several times until you return to the Main Menu.

```
ACTION: B SCREEN: OPOL USERID: Z107A05


       O P E N   P U R C H A S E   O R D E R   L I N E   I N Q U I R Y

       VENDOR= SER004        PO NUMBER= PO#  999        LINE NO= 01

            FUND: 510            AGENCY: 123         ORG/SUB-ORG: 9093
      APPR UNIT: 022            ACTIVITY:               FUNCTION:
    OBJ/SUB-OBJ: 0044           REPT CAT:             JOB NUMBER:
        PROJECT:

        LINE AMT: 100.00           INTERNAL REF FUND/AGCY:     /
      CLOSED AMT:   0.00              LAST REF TRANS NO:
    EXPENDED AMT:   0.00            LAST REF TRANS DATE:
 OUTSTANDING AMT: 100.00                         TEXT IND:

     DESCRIPTION:
```

Step 9

On the Main Menu select Transaction Types and press **<ENTER>**.

*Main Menu
Screen*

```
 ACTION: L SCREEN: MAIN USERID:
---------------------------------------------------------------------------
                              MAIN MENU
---------------------------------------------------------------------------

          SELECT DESIRED SCREEN BY ENTERING ANY NON-BLANK CHARACTER

              ( X ) TRANSACTION TYPES
              (   ) ONLINE INQUIRY CATEGORIES
              (   ) REF DATA MAINTENANCE/INQUIRY
              (   ) ONLINE PRINT REQUESTS
              (   ) HELP - USER ASSISTANCE
              (   )
              (   )
              (   )
              (   )
              (   )


                 USE LEAF (L) ACTION WITH MENU CHOICES
```

Step 10

The Transaction Types (DOCU) menu screen is displayed. Move the cursor to the check-box for the Purchasing option, type **X** and press **<ENTER>**.

*Transaction
Types Screen*

```
 ACTION: L SCREEN: DOCU USERID:
---------------------------------------------------------------------------
                           TRANSACTION TYPES
---------------------------------------------------------------------------

            SELECT DESIRED SCREEN BY ENTERING ANY NON-BLANK CHARACTER

(   ) GENERAL ACCTG TRANSACTIONS       (   ) PERFORMANCE MEASUREMENT
(   ) BUDGETING TRANSACTIONS           (   ) GRANTS MANAGEMENT
( X ) PURCHASING TRANSACTIONS          (   ) JOB COSTING
(   ) EXPENDITURE TRANSACTIONS         (   ) FIXED ASSETS
(   ) REVENUE TRANSACTIONS             (   ) INVESTMENT MANAGEMENT
(   ) FLEXIBLE PLANNING TRANSACTIONS   (   ) INVENTORY
(   ) EXTENDED PURCHASING              (   ) WORK ORDER TRANSACTIONS
(   ) BUDGET PREP TRANSACTIONS         (   ) PROJ MANAGEMENT TRANSACTIONS
(   ) FLEET MGMT INQ/TRANS             (   ) ADVANCED RECEIVABLES
(   ) ADVANCED GRANTS                  (   ) FEDERAL AID MANAGEMENT


                 USE LEAF (L) ACTION WITH MENU CHOICES
```

Step 11

*Purchasing
Transactions
Menu Screen*

The Purchasing Transactions (PUTR) menu screen is displayed. Move the cursor to the check-box for the Purchase Order option, type **X** and press **<ENTER>**.

```
     ACTION: H SCREEN: PUTR USERID:
-----------------------------------------------------------------------------
                           PURCHASING TRANSACTIONS
-----------------------------------------------------------------------------

              SELECT DESIRED SCREEN BY ENTERING ANY NON-BLANK CHARACTER

                     (    )  REQUISITION
                     ( X )  PURCHASE ORDER
                     (    )
                     (    )
                     (    )
                     (    )
                     (    )
                     (    )
                     (    )


                     USE LEAF (L) ACTION WITH MENU CHOICES


```

Step 12

The first screen of the PO document is displayed. Enter pertinent data into the fields provided. When you finish updating any transaction in the base financial system, you must save or discard this transaction before exiting the document screen or performing any other action on this document. To do this, move the cursor to the **Function** field, type **Save** (or **Discard**) and press **<ENTER>**. You can also perform commands such as Hold Doc or Edit Doc.

If you have not entered a new document, you can return to the menu system by typing **End** in the **Function** field and pressing **<ENTER>**.

PO Document

```
FUNCTION:                    DOCID: PO
STATUS:                      BATID:              ORG:         000-000 OF 000
H-                     PURCHASE ORDER INPUT FORM

    PO DATE:          ACCTG PRD:      BUDGET FY:
     ACTION:          ORDER TYPE:     PART/FINAL:     COMMENTS:
     VENDOR:             NAME:
    INT IND:     SELLER FUND:               SELLER AGENCY:
          CALCULATED DOC TOTAL:               DOC TOTAL:
    LN    REF RQ                                                      JOB
    NO    NUMBER        LN FUND AGY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB  NUMBER
    -- ----------------- ---- --- ------- --------- ---- ---- ------- --------
       TEXT RPTG  UNITS            DESCRIPTION            AMOUNT    I/D
       ---- ---- ------- ------------------------------ ------------- ---
01- .. ... .......... .. .... ... .... .. .......... .... .... .... .. ........
       .    .... ....... .............................. .............. .
02- .. ... .......... .. .... ... .... .. .......... .... .... .... .. ........
       .    .... ....... .............................. .............. .
03- .. ... .......... .. .... ... .... .. .......... .... .... .... .. ........
       .    .... ....... .............................. .............. .


```

Step 13

MTI leafs back to the Purchasing Transactions (PUTR) menu screen. To end the MTI session, move the cursor to the **Action** field, type **E (End)** and press **<ENTER>**. This action terminates the MTI session.

*Purchasing
Transactions*

```
  ACTION: E SCREEN: PUTR USERID:
------------------------------------------------------------------------------
                            PURCHASING TRANSACTIONS
------------------------------------------------------------------------------

             SELECT DESIRED SCREEN BY ENTERING ANY NON-BLANK CHARACTER

                    (   ) REQUISITION
                    (   ) PURCHASE ORDER
                    (   )
                    (   )
                    (   )
                    (   )
                    (   )
                    (   )
                    (   )


                       USE LEAF (L) ACTION WITH MENU CHOICES



```